ihcda

Indiana Housing & Community Development Authority

To: TCAP & 1602 Exchange Recipients   **Notice:** MFD-09-27

From: IHCDA Multi Family Department
Date: August 31, 2009
Re: **Data Universal Numbering System (DUNS) Number Guide**

According to the federal regulations of the American Recovery and Reinvestment Act (ARRA), all owners receiving federal awards from Indiana Housing and Community Development Authority (IHCDA) must have a DUNS (Data Universal Numbering System) Number and set up registration with the CCR (Central Contractor Registry).

Obtaining a DUNS Number

DUNS Numbers are provided by Dun & Bradstreet (D&B). You can obtain a DUNS number by phone or through D&B's Web site. Obtaining a DUNS Number is absolutely free for all entities. The process to request a DUNS Number takes about 15 minutes when calling and responses to webform submittals online are returned within 1-2 business days. You can call toll free 1-866-705-5711 or use the online webform process at **http://fedgov.dnb.com/webform** The online process is very simple and easy to complete.

In order to obtain a DUNS number, you must have the following information available:
- Name of your organization
- Organization's address
- Name of your organization's chief executive officer or owner
- Organization's legal structure (corporation, partnership, sole proprietorship, etc.)
- Year your organization was started
- Organization's primary type of business
- Total number of employees (full and part time)

All TCAP and Section 1602 recipients are required to get a DUNS Number as soon as possible in order report claims through IHCDA online. Once the DUNS number is acquired, please submit it, via email, to the analyst assigned to the development.

If there are any questions throughout this process, please contact your assigned Multi-Family Analyst.

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